

The Library Assistant :

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ANNOUNCEMENTS.

The Inaugural Meeting.

The INAUGURAL MEETING will be an innovation this year in that it will take place at the **Brighton Public Library, Art Gallery and Museum**, by kind invitation of the Director, Henry D. Roberts, Esq. The date will be Wednesday, 11th October. Excursion fares will, if possible, be arranged, and, seeing that October is usually a fine warm month, there is every prospect of a completely successful gathering.

MIDLAND BRANCH.

Programme of Warwick Meeting, Wednesday, 27th September, 1911.

(Kindly arranged by Mr. W. T. Carter, F.L.A., Librarian,
Public Library, Warwick).

- 3.15 p.m.—Members meet outside entrance to Warwick Castle, and will proceed to inspect interior and grounds of Castle. (Admission, reduced to half-price, 1/-).
- 4.15 p.m.—Tour round Warwick, taking in succession Mill Street and Castle Bridge (for views of Castle and old Roman Bridge), East and West Gates, Leicester Hospital, the Priory, County Hall, St. Mary's Church and Beauchamp's Chapel. (Reduced charge for admission to latter, 4d.) At the County Hall a visit will be made to "The Black Hole" of Warwick, a remarkable dungeon in which several prominent quakers of the 17th century were imprisoned for many years.

5.30 p.m.—Tea, by kind invitation of the Mayor of Warwick, Councillor D. J. Kendall.

6.15 p.m.—Meeting in the Mayor's Parlour. Mr. W. T. Carter will read a short paper.

The members of the Branch give a warm invitation to their colleagues in other districts to this meeting. Several from London have expressed their hope to attend. It is hoped that many others will take advantage of this opportunity of seeing one of the most interesting places in the country.

Mr. Carter has promised to take charge of members who may find it possible to arrive in Warwick earlier in the day. A suggested tour for such is to walk to Guy's Cliff (1 mile) and Blacklow Hill, where a monument was erected in 1821 on the spot on which Piers Gaveston was executed. Continue the walk to Leamington by way of the fields (2 miles), where lunch could be taken, and thence back to Warwick by tram.

Friends of members are also invited.

It is essential that those who intend being present should notify the undersigned not later than Monday, September 18th.

W. EWART OWEN, Public Library, Coventry.

YORKSHIRE BRANCH.

Important Joint Meeting with the Liverpool and District Association of Assistant Librarians.

At the Meeting held in Leeds on July 11th, it was unanimously resolved to accept the invitation, made through Mr. E. C. Wickens, to visit Liverpool on **Wednesday, October 18th next**. It is hoped that every member of the Association who can possibly do so will join the excursion, as arrangements are being made for a cordial welcome. Cheap half-day tickets are available from Leeds and Bradford at 3/-, the train leaving the former station by L. & N.W. Railway at 1 o'clock p.m. The return journey will be commenced at 7.40 p.m. by the L. & Y. Railway.

Members intending to join the excursion are requested to inform the Honorary Secretary, Mr. Arthur J. Hawkes, Central Public Library, Leeds, as early as possible.

EDITORIAL.

The New Session.—Now that the holiday season is nearly over we can express the hope that all our members have had a really good time, one which has not only left the most pleasant of memories, but will also be a stimulus until the next holiday season. In the meantime we shall have to settle down to work, and we can begin to think also of what we can do in the Association. Next month we hope to publish the Sessional Programme, which, beginning with a novelty in the way of meetings, as shown on the announcement page, comprises a list of events of great value and interest.

Holiday Meetings.—While waiting for the commencement of the Session, we should like to draw special attention to the meeting of the Midland Branch to be held at Warwick. Last year a similar meeting was arranged at

Stratford-on-Avon to which parties from London, Cardiff, and other parts of England were able to go. It proved a most enjoyable outing, and as Warwick is no less lacking in interest, and is in as central a position, it is hoped that parties will be organized from all parts of England to join our midland members. The President is forming a party from London and would like to hear from members who can go. Members of other branches who can join the party will do well to enquire of the respective Honorary Secretaries of their branches. Remember that the invitation is to members and friends. We have also the greatest pleasure in publishing the announcement of the coming meeting between the Yorkshire Branch of the L.A.A., and library assistants in Lancashire. We are confident of the success of both these meetings and welcome them as the fulfilment of one of the chief objects of the L.A.A., the drawing together of library assistants in all parts of the country for their mutual encouragement and help. We have called them holiday meetings because past experience has shown them to partake more of the nature of holidays than meetings, and also because at this season they serve as little extensions to our summer freedom.

The Easter School, 1912.—Already the International Committee is at work, and we should like our members to make a note of the fact. Next Easter the meeting will probably be held in Paris, where there are many things to be seen and done; but, whether there or elsewhere, there will be an Easter Excursion and School, and, remembering that last Easter many remained away "for lack of funds"—the common affliction of us all—we give this preliminary notice to enable everyone to economise. A saving of less than two shillings weekly will produce ample means for the Easter holiday. Those who were present at Brussels will long remember the voyage, the sights, the good humour, and the pleasure of a few days in interesting scenes and congenial company. We wish the Committee successful results. Meanwhile, the Committee wants help and advice. Librarians and assistants who speak French, or who know Paris, or who have personal experience of hotels, pensions, etc., or who can in any way assist in the preparation of the programme, are cordially invited to communicate with the President (Mr. W. C. Berwick Sayers) at the Central Library, Town Hall, Croydon.

Registration.—In the paragraph on "the Work of the Council" will be found a reference to a matter of importance

to every library assistant, that is the question of the registration of librarians other than those holding chief positions. The Library Association has, at the instigation of the L.A.A. it will be remembered, started a scheme of registration for the library profession which has received the approval of the Privy Council. On this register all librarians and library assistants can be entered and classed as fellows, members, student members, etc., according to qualifications stated in the published scheme. A library assistant can obtain a fellowship under certain conditions, and it rests with him in applying for this grade, to state his case as fully as possible so that the Membership Committee can judge whether or not he is entitled to the distinction. But although this has been done by certain prominent assistant librarians in different parts of the country who consider that they are qualified for fellowship, they have found that in the register published they are excluded from this grade and registered only as members. In response to representations from these men the Committee of members of the Council of the L.A.A. who are Fellows of the L.A. has been formed to consider the matter and take such action as may help to redress the grievance. Nothing hostile to the Library Association—with whom our relations are most cordial—has been intended; nor is it desired to lower the standard of qualifications necessary for admission to fellowship. We do desire, however, to gain a uniform treatment for library assistants. Any other treatment is necessarily open to criticism, and our Association, which is pledged to make known the grievances of library assistants, must criticise it. It is impossible to say more now without risk of prejudicing the communications now passing between the two Associations. Will assistants who have applied for fellowship and have been rejected, communicate the fact, together with their qualifications, to the Honorary Secretary?

LIBRARY LECTURES; THEIR PREPARATION AND DELIVERY.*

By W. C. BERWICK SAYERS, F.L.A., President of the Library Assistants' Association, Sub-librarian, Croydon Public Libraries.

I have recently been reading with great enjoyment the sage old writer, Thomas Love Peacock, and I found in him

*A paper read before the Library Assistants' Association, at the Passmore Edwards Settlement, W.C., 12th April, 1911.

something to the point of my paper to-night. The delightful Dr. Opiman, in *Gryll Grange*, says: "I agree with Dr. Johnson that little is to be learned from lectures. For the most part those who do not already understand the subject will not understand the lecture, and those who do will learn nothing from it. . . . I do not comprehend how people can find amusement in lectures." It would be a pleasant task to tilt at the reasoning of the old doctor, in which there is room for agreement and dissent, but, fortunately for you, I have no concern with the policy of lectures within or without libraries. I can only affirm that lectures exist as a part of the work of libraries, and that they are, from the point of view of attendances, a success. Therefore, I shall not advocate or disparage lectures, beyond this brief saying: I agree entirely with those who urge that the impression of lectures is evanescent. But this is no conclusive argument against them. Look intently at a great picture, say the Madonna of Botticelli. The exquisite pathos, the patient protest, as Symonds calls it, will remain in the mind long after the lineaments of her face have been cancelled by a multitude of other things; and such impressions, even if they in turn fade, will have broadened our human sympathies; have educated us in the best sense. Only a glimmering of psychology is necessary to refute the idea that every actual mote of knowledge is to be caught as it flies and to be stored in vials, to be drawn forth for consumption immediately it is wanted. Most impressions fade, most sermons are, in the verbal sense, forgotten, the scenes we knew as little children have a dimness about them; but they were all factors in building the mind; without any one of them we should be more poorly equipped than we are. So with lectures; they stimulate, they awaken curiosity, they leave impressions the effects of which are not altogether erased.

Nor would I dare to affirm that the lecture is better than the book. One is conditioned by time and space, and if it be evanescent, it cannot compare with the "precious life-blood of a master spirit" which, in Milton's splendid phrase, is "embalmed and treasured up on purpose to a life beyond life." In order to grasp any subject efficiently, any number of lectures will not suffice; even academic courses of lectures to be effective must be supplemented by considerable careful reading and examination of authorities. But I will not pursue the subject; for these are the educational results of lectures, and library lectures are not primarily intended to be educational in the direct teaching sense; they are only

extensions of the ideas underlying classification, catalogues, reading lists—fingerposts to books; in short, advertisements of the library. If this axiom is agreeable to you, the inevitable conclusion must be that courses of lectures are not, in the real sense, library lectures. Admirable as may be a course of lectures on Tennyson, Browning, or Greek history, it is necessarily a special study, one in which a majority of citizens are not interested, and one upon which few libraries possess an extensive selection of books. A library is a general institution, and its lectures, as its shelves, should appeal to all sides of thought and interest.

So much has seemed necessary by way of introducing the subject of my paper; which is ourselves as possible and potential lecturers. If the signs of the times are rightly interpreted, the day is at hand when the capacity not only to organize, but actually to deliver lectures, will be a qualification for success in librarianship. Naturally it will never be more than an auxiliary qualification, and charm we ever so wisely as lecturers we must fail unless we be competent librarians; but I do not find in my experience that the librarian and the lecturer are incompatibles, and doubtless your own experience will bear out mine. Admitting this, who is better able to reveal the treasures of a library than the man who has been the chief instrument in gathering them? There are numberless subjects which a librarian can treat in a way impossible to the expert in definite branches of knowledge; for the expert is more often than not so obsessed by his subjects, that he forgets the inevitable limitations of the general audiences who throng our library lecture rooms. Another reason is that it occasionally occurs that an announced lecturer fails to appear from illness or some other cause. It is simple to write "postponed" over your advertisement, but it is a confession of feebleness. I have known many instances where in such minor crises a member of the library staff has stepped into the breach with excellent results.

I hope I have now instilled into you a desire to try this art of speaking. It is a most wonderful art, and our opportunities of using speech in the effort to persuade people to know the beautiful in literature are I suppose unique. Everyone will not be a perfect or even an excellent lecturer; the art of speaking, as the art of writing, can never be reduced to an absolute science. We have a natural aptitude for speaking and writing; otherwise we have difficulties. But teachers of singing will tell you—from unmixed motives I hope—that every one may be taught to

sing who is not incapacitated by lung or throat trouble; and similarly I am a confident believer in the fact that while any amount of training will not compensate for the lack of native genius, a person of small gifts may develop into a pleasing and agreeable writer or speaker. Moreover, success in any art is not the result of genius, but of genius plus careful training.

The essentials in lecturing are a subject and a method, and there are various concomitants of each. Choice of a subject involves certain qualities of mind, a realisation of the limitations and capabilities of an audience, a clear apprehension of the dramatic possibilities of the subject. Method involves articulation, vocabulary, dramatic force, and that mysterious sense possessed by every successful speaker which tells him without sign on their part whether he is carrying his hearers with him or not. Let us look at the choice of subject first, as this is all important. To be of use in a library it should have a definite bearing upon a large number of books so that it can be illustrated and followed up from the library shelves. To attract an audience it must be picturesque—or seem to be—and this is achieved by care in the choice of a title. An excellent scholar of my acquaintance wanted to illustrate the value of a certain branch of folk-lore. The title he chose was "The Educational Value of Folk Museums." Now such a title would attract only the smallest audience; for it must be confessed that your average man has no yearning after general education. When, however, the title is changed to "Stories and Superstitions about Ships," the result is widely different although the lecture may be exactly the same. Such finesse is not only a legitimate, it is an absolutely necessary part of the lecturer's equipment. The subject itself must admit of popular treatment, and, because topography admits of such treatment, travel lectures figure largely in our programmes. Too largely I fear, and repetition and inconsequent and superficial observation are common in such lectures; but there is a wide range of subjects at the disposal of the would-be lecturer, capable of popular treatment; the mysteries of various industries, the development of methods of transit, popular science in its many divisions, and there is still a great untilled field in literature. The choice must always be influenced by the probable audience; but not entirely governed by it. An audience can be interested, even delighted, by subjects unexpected and outside its experience, provided they are treated with vitality. Threadbare themes should be avoided unless original treatment can be given

them. It is a useful practice, too, to write on two square inches of paper the subject of your lecture and what you intend it to accomplish. Such a reduction to writing of a purpose would save many fruitless lectures and give to lectures a coherence which is often lacking. It must always be remembered that library lectures are not college lectures. The college professor expects a certain prepared willingness to be taught, a conscious mental effort on the part of his hearers; moreover, he is in a position to estimate their average receptivity. In a library lecture such an estimate should be made, but general audiences differ widely, and the mental calculation should be made rapidly at each lecture and the treatment adjusted accordingly; a fact which implies that the lecture should be extempore. One need scarcely add that any really controversial questions likely in the smallest degree to injure the religious sympathies or to disturb the political susceptibilities of anybody should be considered unsuitable. The difficulty of choosing subjects increases in inverse ratio to the ages of the audience. An adult audience is interested in many things; an audience of secondary school children is interested less in abstract or literary matters, and is a distinctly critical audience; while the primary school child is a problem to all but gifted or carefully trained lecturers. I have enlarged on this subject in an earlier paper and will not weary you with repetition.*

Akin to the choice of subject is the question of illustrating the lecture. On a hasty view it would seem a great advantage to visualize the subject by means of lantern slides, and within limits, this view is correct. A picture conveys more than a long description, indeed few are gifted with graphic powers of description; and the impression of a picture is more permanent than the impression of speech. It is well, however, to realize the limitations of slides, and their total unsuitability for many purposes. Whenever you have to deal with matters of fact the slide is useful; a historical event, geographical matters, actual buildings, scientific forms, industrial appliances, these can be illustrated to advantage. On the other hand, illustrations of literature which make concrete the persons and events in imaginative literature, and therefore limit the imagination of those who see them, are mischievous. Illustrations of novels, poems and plays may be pretty, but the pictures of these created by the imagination are to be preferred. A

*The Librarian as a Lecturer to Children. "The Library World," v. 12, p. 23, 1909-10.

practical hint; see that slides are properly "spotted" so that the lanternist cannot possibly go wrong in projecting them. It is most disconcerting to any but the readiest lecturer when, having said some such phrase as, "We will now look at our late beloved sovereign lady (Queen Victoria) portrayed in her usual attitude of dignified calm," the slide comes on portraying Her Majesty upside down! This was an actual occurrence which might easily have been avoided, and in using slides care should be taken that they are in order, and so marked that inadvertent mistake is impossible.

Much of what I have said will receive your sanction; but when I deal with method I tread on ground which is more slippery. Our objects are to please, to convince, and to suggest, in this order of importance. "Rethoryke," says *The Myrrour of the World*, that beautiful old book translated by Caxton from the French in 1481, "is a scyence to cause another man, by speche or by wrytynge, to beleve or to do that thyng whyche thou woldest haue hym for to do, to the which thou must fyrst deuise some way to make thy herers glad and wel wyllinge to here." This is admirable; it is a question of pose, natural or acquired, this faculty of ingratiating oneself with one's audience. It is worth trying to be pleasant, to be humorous in a manner that is natural and not inane. Hints will convey little, as charm of manner in speaking is acquired by different persons in different ways. It excludes, however, the pedagogic, or the pedantic, or the superior attitudes. Either of these, or the opposite vulgar extreme, which I may call the "showman" attitude, is fatal to success. The admonition, be natural, is all important; and this is largely a matter of nerves. All good speakers have been nervous, and any amount of rehearsal in the privacy of an empty room will not brace one to face without perturbation that harmless but mysterious and therefore awful entity, an audience. Practice on the actual platform will alone create self-confidence and make it clear that an audience is not a many-headed multitude, but is possessed of a psychological something, which I may call the "average mind," to which the lecturer makes his appeal as to one person. An audience is usually quite generous to a nervous speaker, and a little applause soon gives him confidence. It is always better to persuade than to coerce, as all who control men have to discover, and this temper should pervade every lecture.

The limits to be observed are real. A lecture can do no more than suggest; it cannot and must not attempt to

exhaust a subject. Doctrinaire or technical points are interesting to the person already interested, but the library lecturer should skate rapidly over these. A lecture should have as few important points as possible; three are ample for a lecture of an hour in length; and the whole discourse should lead up to these dramatic moments but without wandering or repetition. Repetition is to be avoided most resolutely; it irritates, as lodgers who know how expert certain types of landlady can be in presenting their grievances, are only too well aware. But I must not be autobiographical!

Good lecturers always begin in a low voice, and in the first few sentences say nothing in particular. The audience quietyens to listen, and once having gained its ear, the voice can be adjusted to the size of the lecture room. The management of the voice is a part of elocution and outside my subject; so much, however, may be said: articulate clearly, but not too clearly; keep your voice at a reasonably high pitch, even when speaking very softly; it is the low voice, rather than the soft, that is inaudible, and the pitch of the voice must be increased in direct ratio to the increase in the size of the room, a fact which explains why intoning in cathedrals is usually on F sharp or G. Well timed pauses after emphatic or important points are effective, but should be distributed with care. Avoid stage mannerisms, swinging the arms, shuffling the feet, banging the table, playing with watch chain or a pencil, and avoid drinking water. This last habit has a most unpleasant effect as far as I have observed, and is physiologically indefensible, the contact of hot throat and cold water being injurious. People who need to drink water several times during a lecture are physically unfit to lecture.

Make careful preparation for every lecture. To secure good articulation go into an empty room, the lecture room for preference, and lecture frankly to the chairs. I have been sneered at for admitting this course, by men who were in distressing need of some such practice; and, after all, I have the example of Demosthenes, no mean speaker, to comfort me. Of course no one knows better than I that such practice is not the sole method of preparing for an audience, and that the difference between speaking to inanimate things and to reasonable beings is enormous; but this method secures good articulation and leads to fluency. Read aloud as often as you can; this valuable habit is too often neglected now-a-days, but I know of few things better. Strengthen your vocabulary by the reading of the finest writers; Milton, Burke, Ruskin,

Addison, Pater—these will be invaluable to you; and, believe me, the reading—and, if you can do it, the writing—of verse is the finest possible thing for increasing the power of expression. Only those who do not know can afford to smile at this statement.

These remarks have been sketchy, and there are a hundred points I have missed. Will you accept them in my hope that they may be—what I believe a good lecture should be—a stimulus, however small, to a further examination of the subject? It is one of the greatest arts; we shall do well to connect it with libraries, and with the greater, because more universal, art of reading.

I have been asked for a few more definitely practical hints, and give my own experience for what it is worth. For correcting articulation, if you have sufficient privacy for practice, and if your neighbours can stand it, take a few lessons in singing; these will help you to get your voice into the right place, and to avoid eating or swallowing your speech. Failing this, a careful study of Hullah's little book, *The Speaking Voice*, with regular exercises on phrases constructed from the tables in the appendices, will be useful. For the construction of a speech Brander Matthews' *Notes on Speech-Making* is excellent, and for the various points on both preparation and delivery Ford's *Art of Extempore Speaking* is quite as good. Supplement these as opportunity serves, but avoid running from one book to another until you have mastered each. Seize every opportunity of reading publicly in plays, charades, or recitals, and take part in every possible debate. Above all, prepare carefully for every speech, not necessarily by writing it but by careful notes and by rehearsals—silent or otherwise. If you begin a speech in an unprepared state, trusting to Providence to get you through, the chances are that your speech will not be a success. It all amounts to the simple truth that speaking is an art, in this sense on a level with painting, writing, and acting, to be acquired and perfected by ungrudging labour.

APPOINTMENTS AND CHANGES.

SANDERSON, MR. C. R., Assistant-in-Charge of the Bolton Central Lending Library, has been appointed to the senior staff of the John Rylands Library, Manchester.

SNAILHAM, MR. CHRISTOPHER, Assistant-in-Charge of the Mere Hall Branch Library, Bolton, has been appointed Librarian of the Bradford Church Institute.

LIBRARY LOANS.*

By R. F. BULLEN, of the Poplar Public Libraries.

Public Libraries usually have more to do with lending than with borrowing, and to-day, thanks to the beneficence of millionaires and others, the necessity to borrow is not so prevalent as was the case two decades ago. But as it is necessary for the librarian to know a 'little of everything' it may be worth while to give a little time to the subject of loans. We will begin at the beginning and assume a borough has recently adopted the Public Libraries Acts and appointed its librarian. The next thing required is the library, and if a public benefactor does not come along and offer site and building, both these have to be provided. This necessitates an expenditure of *capital*. If a country squire wishes to raise 'capital' he mortgages his estates; if a borough wishes to raise capital, it must mortgage its rates, which represent "estates."

Once the resolution to borrow is adopted, the path of the authority is fairly clear, bounded as it is by laws, regulations and red-tape. The Public Libraries Acts are necessarily our chief guide as to all lawful procedure, but in this particular case the Library Act will be found to be principally a "cross reference." The law relating to public borrowing for most municipal purposes, including libraries, is mainly based on the Public Health Act, 1875.

Having agreed upon the amount necessary for site, or building, or fixtures, or books, the Local Government Board must be applied to for permission to borrow the amount. The Board will fix a date for a public inquiry, when it will be represented by an inspector whose business it is to hear the case of the library authority, and any objections on the part of any ratepayer. To ensure due publicity, notice of this inquiry has to be given by public advertisement, *i.e.*, by bills on the parish church and other public buildings in the borough. These bills are supplied by the Local Government Board at the expense of the library authority. When the day arrives the librarian, clerk, or other representative of the library must be prepared to prove to the inspector the adoption of the Public Libraries Acts, the resolution to borrow, and all possible information regarding the suitability of the site, the annual revenue from rate,

*Paper read before the Library Assistants' Association at the Hampstead Central Library, May 10th, 1911.

repayment, etc. After the inquiry is held it is generally about three months later before the sanction of the Board is received. This states the amount sanctioned, the purpose, and for what period the money may be borrowed. As a rule the periods are as follows :—

For sites or lands	50 or 60 years.
For buildings (including such fixtures as counters, screens, barriers, wall newspaper slopes, etc.)	30 years.
For purchasing an existing building	20 or 25 years.
For furniture (tables, chairs, and such moveable furniture)	10 years.
For books	10 years.

The money may be borrowed from the Public Works Loan Commissioners, the County Council, a bank or a friendly society, and it may be as well to approach several bodies before deciding upon the lender. When money is *cheap* large corporations such as assurance companies are frequently glad of an opportunity to lend their spare cash on so good a security as "rates," and may offer better terms than the Treasury or County Council. The interest charged averages $3\frac{1}{2}$ per cent.

The library committee should agree whether the loan is to be raised on the "annuity" or the "instalment" principle. In the first case the debt is repaid by equal periodical payments of principal and interest combined; in the latter event by equal payments of principal, interest being charged on the balance outstanding from time to time. It is usual to advise raising loans on the annuity system on the ground that by distributing repayment uniformly over the whole period we place part of the burden on the succeeding generation as well as upon those ratepayers who establish the library. On the face of it this is fairer than making the pioneers bear the whole cost of establishing an institution which is of increasing value to the community and to posterity. But we must not forget that not even building materials will last for ever. The library that cost £7,000 yesterday would be worth but a fraction of that sum 30 years hence unless further money is spent on the upkeep and on renovating wear and tear. A building properly constructed may not need anything spent upon it for a few years, but come say, to the fifth year, it will begin to show signs of the action of wind and weather, and by the end of the tenth year unless constant patching has been indulged in, it will be found that very considerable renovations are requisite to bring the library building to its pristine

condition. Another point is that a really successful library will find its ordinary expenditure necessarily increase year by year, and binding, replacement of worn-out books, salaries, and other incidental expenses will be higher than at the outset, and those responsible for the financial management of the institution will be glad to find the loan expenditure a reducing item. The scale of repayments under the "annuity" system will be found in that valuable handbook, Whitaker's Almanack. To give you some idea of the difference involved in the two systems I have worked out a table of repayments of a loan of £7,000 for 30 years at $3\frac{1}{2}$ per cent. For the first year the advantage is all on the side of the "annuity," the charge for which would be £134 11s. 5d. principal and £244 18s. 1d. interest, a total of £379 9s. 6d. The "instalment" payments would be £233 6s. 8d. principal and £245 interest, a total of £478 6s. 8d. By the 10th year the two systems are more evenly balanced, the instalment repayment being £404 16s. 8d. (principal £233 6s. 8d.; interest £171 10s.), as against the annuity £739 9s. 6d., but by the 15th year the instalment becomes the more economical, the charge being £364, as against the annuity £379 9s. 6d. From the 15th year to the end of the loan the "instalment" method shows a very distinct reduction each year, whereas the "annuity" repayment of course remains at the fixed charge of £379 9s. 6d.

It may be mentioned that neither the library building nor the library rate is especially mortgaged, the security for loans being defined by the Public Health Act, 1875 (sect. 233) to be the "credit of any fund or all or any rates or rate out of which they are authorised to defray expenses incurred by them in the execution of this Act." And it is further laid down that "they may mortgage to the persons by or on behalf of whom such sums are advanced any such fund or rates or rate." Thus it is the "general rate" of the borough which nominally bears this responsibility.

When the money is received it should be paid into the banking account of the library. If the loan is for a site it is probable that the lump sum will soon be required, and it will be more conveniently placed to the credit of the current account. If for building, the money is generally paid out to the contractor by instalments on the certificate of the architect as to the progress of the structure; hence it may be many months before the entire amount is used. If placed on "deposit" at the bank it will be earning a little interest for the library and can readily be re-transferred to current account as and when required. As long as a loan exists, a

"Register of Mortgages" must be kept. This is an account-book drawn up according to a form prescribed by the Local Government Board and shows the purposes and period of loan, the amount sanctioned and date of sanction, amount borrowed and date of borrowing, rate of interest and mode of repayment, amount of principal owing at commencement of each year, amount of principal and interest paid during each year, and the amount of principal owing at the end of the year. This has to be presented annually with the other books at audit.

The book-keeping entailed by a loan is deserving of our attention. As has already been said, when the money is received it is paid into the bank, an acknowledgment being entered in the bank pass-book. It is also entered in the library cash book as a receipt. If it is decided to place the money on deposit, the amount must be entered in the cash book as a payment and a deposit account opened in the ledger. Each time a transfer is made from deposit to current account the amount must be entered in the cash book as a receipt, the ledger deposit account being debited. Suppose that on receiving the loan in the first instance the Treasurer placed it on deposit without passing it through current account, the transaction would not appear in either the bank pass-book or the cash book and so there would be no account of it at all. Under various headings the loan will appear several times in the ledger. Assuming the loan to be for building, there will be an entry in the ledger under "Erection of Library," this account being debited with each instalment of repayment of principal. It is possible that the building has been erected with the assistance of more than one loan and that these loans have been raised from various sources. Hence we require a personal account in the ledger under the name of the lender: this to show the financial position of the particular loan from time to time. The principal use of this and the preceding account is to provide necessary data for the balance-sheet or financial statement. Then there must be an entry for "Interest," the debit side being counter-balanced "By General Account." Another entry is wanted for "Repayment of Loan" to be treated in the same way, *i.e.*, debited with each instalment and credited "By General Account." It must be remembered that money once borrowed may only be expended on such objects as were sanctioned by the Local Government Board, and therefore, that if any balance of a loan raised for building is unspent it may only be used in a manner incidental to the structure, *i.e.*, it may be used for repairing

or renewing the building in a permanent manner. Should the library find itself in so happy a position as to be able to repay the loan in a lump sum before the expiration of the period for which it was borrowed this can be done, but to arrive at the exact cost requires somewhat complicated calculations. The L.C.C., which is probably the principal lender to London boroughs, undertakes to supply this information if required.

It is not necessary for me to say anything to you concerning the danger of overborrowing. Some of us may have felt its effects, and it has undoubtedly crippled the good work of many libraries. The Local Government Act of 1900, which brought London more in line with provincial boroughs transferred most of the financial details of our public libraries to the care of the Town Clerk and Borough Accountant. It may be argued that this state of affairs relieves the librarian of any need to study such matters as I have had the honour to set before you, but experience tells us that these august officials are prone to regard the public library as but small fry, and if the librarian is thoroughly acquainted with all the procedure connected with his institution, he is better able to see that these gentlemen do not neglect the interests of so important a department.

A BRIEF COURSE OF READING FROM CHAUCER TO THE YEAR 1780.

By H. H. WILLIAMS, M.A., *Lecturer for the Cambridge University Extension Syndicate.*

The following list is intended merely as a suggestion. It makes no claim to be either complete or altogether systematic.

14th CENTURY.

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|------------------|-----|-----|---|
| Chaucer | ... | ... | "House of Fame," "Legende of Goode Women," "Canterbury Tales." |
| William Langland | ... | ... | "Piers Plowman," "The Voyage and travaile of Sir John Maundeville." |

15th CENTURY.

- | | | | |
|-------------------|-----|-----|--------------------|
| Sir Thomas Malory | ... | ... | "Morte d' Arthur." |
|-------------------|-----|-----|--------------------|

16th CENTURY.

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|--------------------|-----|-----|---|
| Sir Thomas Wyatt | ... | ... | Sonnets. |
| The Earl of Surrey | ... | ... | Sonnets. |
| Edmund Spenser | ... | ... | "The Shepherd's Calendar," "The Fairie Queen," "Epithalamium," "Prothalamium," etc. |
| Sir Philip Sidney | ... | ... | "Apologie for Poetrie," "Arcadia," "Astrophel and Stella." |
| Michael Drayton | ... | ... | "Muses' Elysium." |

- Christopher Marlowe ... "Tamburlaine," "Dr. Faustus," "The Jew of Malta."
- William Shakespeare.
- John Lyly ... "Euphues."
- Richard Hooker ... "Ecclesiastical Polity." (Selected portion).
- 17th CENTURY.
- Ben Jonson ... "Every Man in his Humour," "The Alchemist." (Songs in the Masques—and much of his non-dramatic poetry).
- Webster ... "The Duchess of Malfi."
- Beaumont and Fletcher (Massinger, Ford, and Shirley). "Philaster," "The Maid's Tragedy."
- William Drummond of Hawthornden.
- John Donne ... "Elegies," "Songs and Sonnets."
- George Herbert ... "The Temple."
- Henry Vaughan. "Silex Scintillans."
- Richard Crashaw.
- Thomas Carew.
- Robert Herrick.
- Andrew Marvell ... "Ode to Cromwell," "To His Coy Mistress." (Other poems and satires).
- John Milton ... "Comus," "Lycidas," "Paradise Lost." "Samson Agonistes," "Ode to the Morning of Christ's Nativity," "L'Allegro," "Il Penseroso," "Ode to Time," "Sonnets," "Areopagitica."
- Waller, Denham, and Cowley ... (Some portions of their poetry), Cowley's "Essays."
- Francis Bacon ... "Essays."
- Jeremy Taylor ... "Liberty of Prophesying," "Holy Living," "Holy Dying."
- Samuel Pepys ... "Diary."
- John Earle ... "Microcosmographie."
- Robert Burton ... "Anatomy of Melancholy."
- Sir Robert Browne ... "Religio Medici," "Hydriotaphia."
- Sir Thomas Urquhart ... Translation of Rabelais.
- Isaac Walton ... "The Complete Angler."
- John Bunyan ... "Pilgrim's Progress."
- John Dryden ... "Astræa Redux," "Annus Mirabilis," "Absolom and Achitophel," "The Medal," "Mac Flecknoe," "The Hind and the Panther," "To the Memory of Mrs. Ann Killigrew," "Alexander's Feast," "Essay of Dramatic Poetry," "All for Love," "Aurungzebe," etc.
- Samuel Butler ... "Hudibras."
- William Wycherley ... "The Country Wife," "The Plain Dealer."
- William Congreve ... "Love for Love," "The Way of the World."
- Sir William Temple ... "Essays."
- 18th CENTURY TO 1780 (circa.)
- Daniel Defoe ... "Robinson Crusoe," "Journal of the Plague Year."
- Addison and Steele ... "The Spectator."

Bernard Mandeville	...	"The Fable of the Bees."
Jonathan Swift	...	"Tale of a Tub," "Battle of the Books," "Journal to Stella," "Gulliver's Travels," "Letters."
Lady Montagu	...	"The Rape of the Lock," "Essay on Man," "The Dunciad."
Alexander Pope	...	"Alma," and his Epigrams.
Matthew Prior	...	"Hylas and Philonous," "Alciphron."
Bishop Berkeley	...	"Night Thoughts" (Book 1).
Edward Young	...	"Seasons," "Castle of Indolence."
James Thomson	...	
William Collins.		
Thomas Grey.		
Samuel Richardson	...	"Clarissa."
Henry Fielding	...	"Joseph Andrews," "Tom Jones," "Amelia."
Tobias Smollett	...	"Roderick Random," "Peregrine Pickle," "Humphrey Clinker."
Laurence Sterne	...	"Tristram Shandy," "Sentimental Journey."
Fanny Burney	...	"Evelina."
Samuel Johnson	...	"Lives of the Poets," "Rasselas."
James Boswell	...	"Life of Samuel Johnson."
Gilbert White	...	"Natural History of Selborne."
Oliver Goldsmith	...	"Vicar of Wakefield," "Traveller," "Deserted Village," "Good Natur'd Man," "She Stoops to Conquer."
Richard Brinsley Sheridan	...	"The Rivals," "The School for Scandal."
Edward Gibbon	...	"Decline and Fall of the Roman Empire." (Select Chapters).
Edmund Burke	...	"Thoughts on the Present Discontents," "Reflections on the Revolution in France," "Regicide Peace."

PROCEEDINGS.

NORTH EASTERN BRANCH.

The Inaugural Meeting of the fourth session of the North Eastern Branch, was held (by kind permission of Basil Anderton, Esq., M.A., Chief Librarian) at Newcastle-upon-Tyne on Wednesday, 5th July, 1911.

Aided by beautiful weather, the cricket match between sides representing Northumberland v. Durham, was greatly enjoyed, and resulted in a victory for the latter. After the members had done justice to tea (provided by Mr. Anderton and the senior members of the Newcastle staff), a stroll was taken through Jesmond Dene, one of the beauty spots of the North.

At the General Meeting held in the Central Library, the Chairman (Mr. W. Wilson, Gateshead), presided over an attendance of 40, including Miss Olive E. Clarke, of Islington, to whom a cordial welcome was given. Following precedent, Mr. Wilson, on taking the chair, delivered an address which he entitled "July, 1911, Where Do We Stand?" After expressing his appreciation of the honour conferred upon him, he entered upon a reminiscient and prospective discourse. He had every reason to be satisfied with the progress of the L.A.A. during the past year. The innovation of a Continental trip was a success from all standpoints, while the eminent men who had addressed the Association in London seemed to have exceeded all former precedents. An active propaganda for fairer conditions of labour had been commenced by the publication of the Special Report on Conditions of Library Service. The suggestions embodied therein approximated the ideal, but underlying all its suggestions there was the recognition that the obligations of both employers and employed are equally imperative. The position

given in the report to educational matters, he thought, was rightly a prominent one; for it was useless to cry out for reforms unless we were prepared to reform ourselves. Mr. Wilson then went on to speak of the alterations in the examination syllabus. He was delighted with the increased prominence given to Book Selection, for that was the real function of librarians. There was a need for expert guidance in the principles of book selection; we have our canons of classification and cataloguing, but the codification of the general principles of book selection, although equally needed, had not yet been attempted. Mr. Wilson objected to the rule which confines applicants for the professional diploma to a choice of the two subjects, Historical Typography, and the History of Libraries, as the theme of the thesis, and hoped the restriction would be removed before long. The subjects practically debarred originality, and as a result, the work, when finished, was more or less useless. Commenting on the question of salaries, the speaker, while admitting that the reason of the inadequate remuneration of Library officials was largely an economic one, pointed out that the libraries with the larger incomes frequently pay the most unfairly. To bring about a better state of affairs in this respect, education of both the librarian and his committee, must be relied upon. In illustration of this, Mr. Wilson quoted the case of Norwich. There it was significant that the selection, with one exception consisted of assistants (although doubtless many chiefs applied for the post), and that it was an assistant who secured the berth. This all goes to show that we have arrived at the day of the younger man. The protest of the Library Association against the pitiful exhibition of ignorance by the Chorley Committee is another hopeful sign of the time. Locally, the Chairman would like to see established, an annual summer outing, a syllabus for each year printed in advance, and something definitely accomplished in the way of affording each other mutual help in professional study, and general reading. In conclusion, Mr. Wilson declared that the profession was improving, it had done so during his short connexion with it. He would advise all to be optimistic, and would commend to them the axiom that "to travel hopefully is a better thing than to arrive, and the true success is to labour." There was a brief discussion upon Mr. Wilson's address, in which Miss O. E. Clarke, and Messrs. Walton, Daniels, Walker, Turnbull, and the Honorary Secretary took part.

In conclusion, the meeting passed a unanimous resolution, conveying to the parent Association its appreciation of the elaborate Report on Conditions of Service of Assistants in British Municipal Libraries, which marked a new era in the activities of the Library Assistants' Association.

The meeting then adjourned to the Bewick Gallery, to hear Mr. Gibson deliver his lantern lecture on "Some notes on Thomas Bewick and his work." In the gallery, the Association was able to view the famous Bewick Collection—the most representative in existence—which was bequeathed to the Newcastle Public Library by the late Mr. J. W. Pease. Mr. Gibson in his address sketched briefly Bewick's early life in Newcastle, pointing out how his love for nature affected his work in later life, and how scenes of his youth are portrayed in his later works. He spoke of the state of the wood engraving when Bewick commenced his career, and by the aid of lantern slides was able to impress upon the members the improvements which Bewick introduced; particularly his white line process. In conclusion, Mr. Gibson treated of his chief works individually, and showed many of his tailpieces, pointing out their particular merits by the aid of many beautiful lantern slides. Mr. Gibson, whose connections with the Bewick Collection enable him to speak with authority upon all matters connected with his subject, provided the members with a locally interesting and intellectual treat, particularly to future students of the Bibliographical section of the L. A. examinations. A hearty vote of thanks to Mr. Gibson for the trouble he had taken in the preparation of his lecture,

and to Mr. Bell who skilfully manipulated the lantern, concluded a meeting which will live in the minds of the members for some time to come. The members of the Newcastle staff, who worked unceasingly to make the occasion an enjoyable one, are to be congratulated upon their efforts.

WORK OF THE COUNCIL.

The first Council Meeting of the Seventeenth Session was held at the Cripplegate Institute, E.C., on Wednesday, July 5th, at 7.30 p.m. The President occupied the chair. Messrs. Purnell and Bolton were re-elected Editor and Assistant Editor respectively. Messrs. Hawkes (Yorkshire Branch), and Wilson (N. Eastern Branch), were co-opted under Rule 5, and the following Committees were appointed:—

Finance and General Purposes: Messrs. Chambers, Cooper, Coulson, Hawkins, Peters, Ross, Sureties, and Wilson.
Education: Miss Clarke, and Messrs. Checketts, Handby, Hogg, Peplow, Stewart, Thorne, and Young.
Publications: Messrs. Bolton, Bullen, Hawkes, Morgan, Owen, Purnell, Smith, Strother, and Wright.

It was resolved that Weston-super-Mare be attached to the S. Wales Branch until such time as a branch be established in S.W. England. An invitation to members generally to attend the September meeting of the Midland Branch, to be held at Warwick, was considered, and it was resolved to make this meeting as far as possible, a corporate one. Dissatisfaction having been expressed from all parts of the country regarding the classification of members by the Library Association, a committee of the members of the Council who were Fellows of the Library Association was appointed to take such action as it seemed advisable to remedy the cause of dissatisfaction.

OBITUARY.

THOMAS POTTER.

We record with deep regret the unexpected and early death of Thomas Potter, of the Bolton Public Libraries, an associate member. Mr. Potter, who has scarcely reached the threshold of manhood, was an enthusiast in all matters concerning his work. He was a student for the Library Association examinations, and obtained the certificate in cataloguing this year; and he also won the first prize for the best class work in the correspondence course in classification. His teacher describes him as a lad of rare diligence, and quickness of apprehension—a man whom it is hard to lose. "He was a very promising young man," writes his chief, Mr. Archibald Sparke, "and both myself and my staff are very sorry indeed that his life has been brought to such an early close." He died on Sunday, August 20th, of typhoid, after a week's illness.

In Memoriam.

The pages fairly writ, the message said,
Where word and thought in clear communion meet;
The last page turned, the final passage read—
A chapter, not a volume, but complete.
Friend, strong in youth, of life nor death afraid,
Farewell; we grieve thee not with vain regret,
Since goodlier for thy passing shall be made
The goal our veiled eyes behold not yet.

W.C.B.S.

NEW MEMBERS.

Midland Branch.—MEMBER: William Pollitt, Coventry.

South Wales Branch.—ASSOCIATE: W.H.S. Roberts, Weston-super-Mare.